MSDH OFFICE AGAINST INTERPERSONAL VIOLENCE REQUEST FOR PROPOSALS

SFY 2021

VOCA Victim Assistance

VAWA STOP

VAWA SASP

Family Violence Prevention and Services

DV Shelter

Release Date: November 26, 2019

Close Date: February 21, 2020 11:59 pm

Application Contents

INTRODUCTION

The Office Against Interpersonal Violence (OAIV) of the Mississippi State Department of Health (MSDH) is pleased to provide the FY2021 Request for Proposals (RFP) for state and federal funding to support victims of interpersonal violence and other crimes.   All awards will be issued on a competitive basis.   OAIV is seeking applications for the following grant funding sources:

- Office for Victims of Crime Victim of Crime Act (VOCA) Formula Grant
- Office on Violence Against Women, Services, Training, Officers and Prosecutors (STOP) Formula Grant
- Office on Violence Against Women, Sexual Assault Services (SAS) Formula Grant
- Administration on Children and Families, Family Violence Prevention and Services Act (FVPSA) Formula Grant
- State of Mississippi Domestic Violence Shelter Fund

Applicants may submit proposals for as many or as few grant funding sources for which they are eligible.   Funds will be allocated in accordance with state and federal requirements and the intended uses of the grant programs for a one-year period from July 1, 2020 through June 30, 2021. The RFP includes instructions for grant submission(s), web-based application procedures, grant specific guidelines and budget requirements, and guidelines for scoring applications. This is a competitive review process.   Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.   **Please read all sections of the Request for Proposals and all accompanying documents carefully.   All Appendices are considered part of the RFP. Additionally, any instructions, examples and guidance included in the grant application management system (GAMS) are considered part of the RFP.**

The full application can be found on the MSDH website at the following link:
http://HealthyMS.com/rfp.

APPLICANT ELIGIBILITY REQUIREMENTS

This solicitation is open to continuation as well as new projects. In general, the following types of organizations are eligible to apply for funding:

- State government
- Municipal governments
- County governments
- Tribal governments or organizations
- Criminal Justice Agencies, Prosecution Agencies/Offices and Courts
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and State controlled institutions of higher education
- Faith-based and neighborhood organizations
- Public and private hospitals and emergency medical facilities

Limitations to the above general eligibility list may apply depending on the funding source. All applicants must meet the eligibility requirements below. Additional requirements may be applicable to a particular funding source, so applicants should be sure to read the entire RFP carefully, including Appendices.

1. DUNS Number: All applicants must obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine-digit identification number that is assigned for FREE to all businesses required to register with the US Federal government for contracts or grants. A DUNS number is required to apply for OAIV grants. For more information and/or to obtain a DUNS number go to the following website: http://fedgov.dnb.com/webform . Any organization intending to apply should review this resource as soon as possible, as obtaining a DUNS number may take some time.

2. System for Award Management (SAM) Registration: All applicants are required to register with System for Award Management (SAM), and submit proof of current registration with the application. SAM is a federally owned and operated free website that consolidates the capabilities of various federal registration sites, and it will be used to populate the information needed to report subgrant information. In order to register you must have a DUNS number. Registration can be done at https://www.sam.gov/portal/public/SAM/ . Any organization intending to apply should review this resource as soon as possible, as the registration process may take some time.

3. Record of Effective Services. Organizations must have a record of providing effective services to victims of crime for a minimum of one year. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. Applicants not having such a record of direct services may be eligible only if partnered with an organization having such experience and record. The partnership must be documented in writing by MOA, MOU or other executed document explaining the roles of each party.

4. No Charge to Victims. Services must be provided to all victims at no charge, regardless of an individual's ability to pay for services rendered or availability of insurance or other third-party payment resources. The prohibition against charging for services applies to all operations of an organization, not just the area, office, division or department receiving federal financial assistance. **NO CHARGES, including those based on a sliding scale according to income, ARE PERMITTED.**

5. Evidence-based, trauma-informed, and culturally and linguistically appropriate programming. Each applicant must be engaged in the delivery of evidence-based programming or use best practices (as identified and supported by research) in their provision of services or delivery of law enforcement, prosecution or court-based activities. Funded services should utilize a trauma informed, culturally and linguistically responsive approach.

6. Appropriately trained, licensed or certified staff or volunteers. Any staff or volunteers providing services or otherwise carrying out grant activities must receive proper training

and must possess any applicable professional licensure or certifications required by Title 73 of the Mississippi Code. For example, a person employed or volunteering as a social worker should have necessary education and licensure by the proper accrediting agency as required by Mississippi Code Section 73-54-1 et seq.

7. Voluntary Services. All services must be provided to victims on a voluntary basis. Victims shall not be required or mandated to participate in any activity as a condition of receiving services. Direct services are to be provided regardless of a victim's participation in the criminal justice process. Victim eligibility for direct services is not dependent on the victim's citizenship and/or immigration status.

8. Organizational Operating Hours.   If the recipient's service model includes the provision of 24-hour crisis intervention to victims, it must have provisions for the manning of hotline numbers, admissions to services, and other intervention by trained individuals associated with the applicant who are equipped to provide immediate assistance, at all times of the day or night.

9. Non-Profit Agencies. All non-profit recipients of funding must make their financial statements available online (either on the sub-recipient's or another publicly available website).   Recipient organizations that have Federal 501(c)(3) tax status are deemed in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

10. Compliance with Regulatory Agencies.   All applicants should ensure that its operations are following any applicable federal, state or local regulatory provisions, including, but not limited to, zoning and land use regulations, permitting or inspection requirements, criminal history or other background checks, or certification and licensure requirements.

11. Compliance with Victim Services Standards. Any organization funded must comply with minimum standards for victim services recognized by OAIV. Existing minimum standards include the following:

    a. Child Advocacy: National Children's Alliance certification standards for child advocacy centers; https://www.nationalchildrensalliance.org/ncas-standards-for-accredited-members/

    b. Domestic Violence Shelter: Mississippi Coalition Against Domestic Violence (MCADV) minimum standards for domestic violence shelters (obtained by contacting MCADV at 601-981-9196);

    c. Sexual Assault Crisis Center: Mississippi Coalition Against Sexual Assault (MSCASA) minimum standards for sexual assault crisis centers (obtained by contacting MSCASA at 601-948-0555); and

    d. Victim Advocacy: *Achieving Excellence: Model Standards for Serving Victims & Survivors of Crime,* an e-publication of the Office for Victims of Crime.

    Nothing in this section requires membership in any organization.

12. Good Standing. No organization that has had an award through OAIV terminated during the immediate past two (2) years will be eligible to apply, unless sufficient justification is submitted to OAIV which, in the sole discretion of OAIV, supports the award of funding.

More specific or detailed descriptions or limitations of eligibility requirements may be found in specific grant source sections contained in the Appendices 1 - 5 of this RFP.

Submission of Application(s)

All applications for the FY2021 funding cycle will be completed and submitted via the Grant Application Management System (GAMS).   Instructions for the preparation of applications are found in Appendix 6.   GAMS is a user-friendly platform with fillable responses, instructions and document upload functions.   Additional information on GAMS registration and user instructions can be found in the *GAMS Instructions* included as Appendix 7.   **Applicants should begin their application process as early as possible and not wait until the deadline**.

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APPLICATION DUE DATE

Applications will only be accepted via the web application, Grants Application Management System (GAMS)

Deadline to submit applications is:

FEBRUARY 21, 2020

11:59 PM

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REVIEW AND EVALUATION OF PROPOSALS

Incomplete applications (those which do not include all components, or all required attachments) will NOT be considered for funding and the applicant will be notified it is not eligible to receive funding. It is each applicant's responsibility to ensure all necessary components of the application are completed and all required documents are uploaded.

All eligible applications will be competitively reviewed by OAIV staff to determine eligibility and responsiveness to the solicitation. Each application will be scored, based on how well the applicant has:

1. Identified a project which fits within the purpose and priority areas for the relevant funding source;
2. provided a clear description of how the project will address the identified problems and needs;
3. linked goals, objectives, activities, outputs, and outcomes together in a logical fashion;
4. included sufficient budget detail and narrative to clearly relate to the goals and activities; and

5. prepared an application which is financially and programmatically complete containing each required part of the application and any uploaded documents.

Scoring will be awarded as follows:

Item	Non-VOCA	VOCA
Project Narrative		
• Problem/Need	10	10
• Implementation	20	25*
• Goals/Objectives/Activities/Timeline	20	20
• Evaluation Plan	15	15
• Sustainability Plan	5	5
Organizational Information		
• Organizational Capacity	10	10
Budget		
• Summary Details	10	10
• Narrative Justification	10	10
Totals:	**100**	**105**

VOCA applicants may score up to five (5) additional points for addressing the use of volunteers as part of the program implementation.

Applications may receive deductions of up to five (5) points, based upon historical performance of the applicant with OAIV. OAIV has assessed the risk of subgrantee organizations based upon both financial and programmatic factors.   Past performance, including efficient expenditure of funds, timely and correct reports and reimbursement requests and monitoring findings are considered in an applicant's risk status.   New applicants will receive an automatic three (3) point deduction.   Applications scoring less than a total of seventy (70) points, after any deductions, will not be considered for funding.

After initial review and scoring, all applications will undergo a final review by OAIV Staff. This review will evaluate whether, and to what extent, the project will assist the state in meeting the minimum funding requirements and overall state plans for the delivery of services. VOCA strategic planning, the MS STOP Implementation Plan and the FVPSA state plans all establish priority areas. As part of its overall grant management duties, OAIV reserves the right to determine the best use of funding. Applications for all funding sources will be considered together, and decisions made regarding the best use of federal grant funds.   The final review will also determine, if an award is to be made, whether requested funding will be reduced, or any additional requirements will be placed upon the applicant.   All funding will be awarded on a competitive basis. There is no guarantee that a project will be continued, nor is there a guarantee that current amounts of funding will be awarded.

NOTICE OF AWARD AND ACCEPTANCE PROCEDURES

After all stages of review are completed, an approval (referred to as the Notice of Award or NOA) or denial letter will be sent to each applicant via email.

Approval:
If an application is approved for funding, the NOA will be sent via email to the appropriate individual listed in the application notifying them of the award amount and other pertinent information, including the date of any mandatory post-award orientation or training events. The Sub-grant Agreement between the state and the recipient and all accompanying documentation will be prepared by OAIV and sent through MSDH processes to approve.   Fully reviewed and approved subgrant agreements will be sent to the awardee via Docusign.

Denial:
Applicants who are denied funding will be notified of the specific reasons for the denial. Applicants may request reconsideration of a denial within five (5) business days following the date of denial notification. Reconsideration requests must be in writing to the OAIV Director at the following address: P.O. Box 1700, Jackson, MS   39215-1700.   Reconsideration will be limited to the reasons documented in the denial letter.   OAIV's decision based on the request for reconsideration shall be made within twenty (20) business days after receipt of the request. In all cases, the decision of the OAIV Director shall be final.

Reduced Amounts of Change in Funding Source:
Applicants considered for support at a reduced amount, or when it is determined that funding is more appropriate under a different funding source administered by OAIV, will be given the opportunity to restructure the proposal and budget.   Refusal to accept reduced or changed funding will not be grounds for reconsideration.

Pre-Application Assistance and Guidance

Pre-Application RFP Review: OAIV will conduct an informational pre-application webinar on December 9, 2019 from 2:30 until 4:30 pm.   The purpose of this webinar is to review the RFP process and respond to any questions related to the preparation of your application.   The training is highly suggested for all potential applicants but is not required.   A link to a recording of the webinar will be available on the MSDH website for those unable to participate.

Grant Writing Webinars: OAIV will conduct informational webinars focusing on grant-writing. The purpose is to review grant writing guidelines, SMART Goals/Objectives, budget preparation and sustainability. *Applicants are not required to participate in the webinar, however participation is strongly encouraged.* If you are unable to participate, each webinar will be recorded, and a link posted on the MSDH website.

GAMS Webinars: OAIV will conduct webinars on the GAMS system. The purpose is to review and provide instructions on the GAMS application system. ***Attendance is mandatory***. Any agency submitting applications MUST participate in one of the live webinars or view a recording. All applicants will be required to indicate they have participated in the mandatory GAMS training webinar or viewed the webinar.

Applications will not be accepted if an agency fails to participate in this webinar or view the recording. The link to the recording will be posted on the MSDH website. *More than one agency representative may attend.*

The dates, times and access instructions for all webinars are listed in in Appendix 8.

Post-Award Orientation and Training

Each organization receiving an award(s) from OAIV will be required to have a minimum of two individuals participate in a mandatory Grantee Orientation. The project director FOR EACH project and the organizational financial point of contact are expected to attend the orientation. The Grantee Orientation is scheduled for Thursday, June 11, 2020. Successful applicants will be notified of the location and time for this meeting in the Notice of Award.

Appendix 1 – VOCA Program Applicant Information

VICTIM OF CRIME ACT VICTIM ASSISTANCE

The Victims of Crime Act (VOCA) Victim Assistance Formula Grant is administered at the federal level through the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency responsible for the administration of the formula grants available through OVC, referred to as the State Administering Agency (SAA).   MSDH has been designated as the SAA by the Governor of the state of Mississippi.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of direct services to victims of crime throughout the U.S. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved. A minimum of 10% of funding made available to the states must be dedicated to each of these areas. The Victims of Crime Act (VOCA) assists public agencies and nonprofit organizations in carrying out specific projects related to direct victim services.

Awards of VOCA funding will follow the guidelines established in the Victim Assistance Program Final Rule (81 F.R. 44528/ 28 CFR Part 94), effective August 8, 2016, and the OMB Uniform Guidance. The full text of the VOCA Final Rule may be found at the following link: https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program .   The OMB Uniform Guidance may be found at the following link: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl   It   is   the responsibility of each applicant to become familiar with the provisions of applicable rules.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR VOCA FUNDING

In addition to the general eligibility requirements listed in the RFP, the VOCA program establishes additional eligibility criteria that must be met by all organizations that receive VOCA funds:

- Record of Effective Services and Substantial Community Support: A program has demonstrated a record of effective direct services and support from sources other than the Crime Victims Fund when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from sources other than the Crime Victims Fund. A program has substantial financial support from sources other than the Crime Victims Fund when at **least twenty-five percent** of the program's

funding in the year of, or the year preceding the award, comes from such sources, which may include other federal funding programs.   If non-federal funds, this amount may also be used to support the match requirement provided it is expended in furtherance of the VOCA funded project and for the same purposes as the VOCA funded project. **ALL NEW APPLICANTS FOR VOCA FUNDS MUST CLEARLY DEMONSTRATE AT LEAST 25% OF THE PROGRAM'S FUNDING COME FROM SOURCES OTHER THAN THE CRIME VICTIMS FUND**.

- Volunteers: Recipient organizations must utilize volunteers in some capacity.   Unless the time of volunteers is being used as match for VOCA funds, it is not necessary the volunteer work is specific to the VOCA program.   Agencies may seek a waiver of this requirement for a compelling reason.   Should an applicant desire to request a waiver, the request must be included as part of the application and must be on organizational or agency letterhead signed by the authorized official or designee.   A sample volunteer waiver letter may be found in GAMS.

- Promote Community Efforts to Aid Crime Victims: Recipients must promote, within the community, coordinated public and private efforts to aid crime victims. Examples of coordination may include, but are not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, partnerships, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements within the community that contribute to better and more comprehensive services to crime victims.

- Assistance with Victim Compensation. All VOCA recipients must provide assistance to victims in providing victims' rights information and in completing applications for compensation.

- Services to Victims of Federal Crimes: Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes may include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks and certain Indian reservations.

FUNDING AVAILABILITY

For SFY 2021, OIAV anticipates awarding up to $25,000,000 subgrants.   Funding will be from FY 2018 (2018-VA-GX-0168) and FY 2019 (2019-V2-GX-0032) VOCA Awards.   No less than 10% of the total amount awarded will be designated for each of the following priority areas: domestic violence, sexual assault, child abuse and underserved crimes.   All applicants should address at least one (1) of these priority areas.   OAIV anticipates making a maximum of 65 subgrants.

Applicants currently receiving VOCA funds are eligible to apply for no more than the amount of their current SFY 2020 award. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants

should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OAIV reserves the right to request changes to any submitted budget request.

Applications will be reviewed on a competitive basis. Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.

SPECIAL PRIORITIES

The OAIV VOCA program has identified several priorities in the administration of VOCA funds. Program which address at least one of these will be given special consideration in the review process.

Underserved Projects: OAIV is specifically interested in funding projects which enhance or expand the provision of services to underserved victims of crime. This may include expanding services to a new population of victims (demographic or cultural groups, or crime type). Proposals seeking to expand the delivery of services to rural and/or geographically isolated areas, individuals having disabilities, individuals with LEP, LGBTQ individuals, or elderly individuals will receive special consideration.

Cooperative Applications. OAIV encourages applications which seek to maximize limited resources, such as cooperative and/or joint applications from multiple jurisdictions in rural areas to expand the reach of services and response to victims of crime.

New or enhanced projects which address the expansion of the following services to victims of crime:

- Transportation
- Mental health and substance abuse treatment
- Legal and medical services

VOCA MATCH REQUIREMENTS

There is a 20% match requirement on grant funds under the VOCA Program. Federal funds may be used to pay for up to 80% of the cost of the project. Please refer to Appendix 5, Instructions, for directions on match calculation. Applicants may satisfy the required match with either cash contributions or in-kind contributions.

Partial match waivers may be requested in cases of hardship. Match waiver requests will be considered on a case by case basis. A request for a match waiver must be accompanied by a

justification presenting a compelling reason for the waiver.   Waivers of required match must be well-justified. OAIV will consider the following factors in approving partial match waivers:

- the organization's attempts to secure non-federal sources of funding;
- the organization's use of in-kind or cash sources not used as match for other federal programs;
- the organization's use of volunteers as appropriate for match;
- practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds or utilizing volunteers);
- local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
- losses of other sources of funding previously available to support the project;
- increases to VOCA funding where local funding availability has not increased at the same level;
- the impact of a denial of a match waiver on the VOCA project; and/or
- the sub-grantee's past ability to provide match. OAIV generally expects sub-grantees to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver request unless a change in circumstances justifies a lower amount.

Full match waivers are granted only in special circumstances at OAIV's discretion, and must contain the above justifications Circumstances which may support full match waivers include, but are not limited to, the following:

- Catastrophic loss or natural disaster creating insurmountable barriers to providing match (hurricanes, tornadoes, floods or other events which may hamper the flow of non-federal funds to a project); or
- Special projects identified by OAIV as providing emergent needs, addressing underserved crime or victim types, or assisting in the overall achievement of OAIV strategic plans.

Organizations requesting a match waiver must provide OAIV with sufficient information relevant to the above considerations. For example, a simple statement that the organization has sought other funding sources will not be enough, an explanation of efforts to secure other funding will be required. Any request for a waiver must be in the form of a letter on organizational or agency letterhead signed by the authorized official or designee. The letter should then be uploaded in GAMS as part of the application.

USE OF VOCA FUNDS

Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Costs

must be reasonable, necessary, and allocable to the VOCA project.

Allowable Activities: The MS VOCA program will fund projects that respond to the needs of victims of crime by providing one or more of the following:

1. Services addressing the immediate emotional, psychological, and physical health and safety of victims:
    a. crisis intervention;
    b. accompaniment to law enforcement or hospital;
    c. hotline advocacy;
    d. safety planning;
    e. emergency food, shelter, clothing and transportation;
    f. short term nursing home, adult foster care, or group home placements for adults for whom no other safe, short term residence is available;
    g. short term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
    h. window, door or lock replacement or other repairs necessary to ensure a victim's safety;
    i. non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment and other healthcare items; and
    j. emergency legal assistance
2. Personal advocacy and emotional support for victims:
    a. working with a victim to assess the impact of the crime;
    b. identification of victim's needs;
    c. case management;
    d. management of practical problems created by the victimization;
    e. identification of resources available to the victim;
    f. provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
    g. traditional, cultural and/or alternative therapy/healing (e.g. art therapy, yoga);
3. Mental health counseling and care, including outpatient therapy/counseling provided by a person who meets professional standards to provide the services (L.C.S.W., L.P.C., L.M.F.T, or other equivalent).
4. Peer-support activities designed to provide opportunities for victims to meet other victims, share experiences and provide self-help, information and emotional support.
5. Facilitation of participation in criminal justice and other public proceedings arising from the crime (juvenile justice, parole, civil commitments, administrative):
    a. victim advocacy;
    b. accompaniment;
    c. transportation;
    d. interpretation;
    e. provision of child care or respite care to enable victim who is caretaker to attend activities related to the proceedings;

     f.   notification to victims regarding key proceeding dates;

     g.   assistance with victim impact statements; and

     h.   assistance recovering property that was retained as evidence.

6.   Legal assistance to victims of crime (in addition to that provided on an emergency basis) where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

     a.   those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;

     b.   motions to vacate or expunge a conviction, or similar action, where the jurisdiction permits such a legal action based on a person's being a crime victim; and

     c.   any actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

7.   Forensic Medical Evidence Collection Examinations and Forensic Interviews, within allowable parameters (see Appendix F, OAIV Cost Guidance).

8.   Transportation. Transportation of victims to receive services and to participate in criminal justice proceedings is allowable. This may include costs such as fares for public transportation or costs related to the provision of transportation by the applicant (fuel costs, etc.).

9.   Public Awareness. Public awareness and educational presentations in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

10.   Housing. Transitional housing for victims having a particular need for such housing, and who cannot safely return to their previous housing due to the circumstances of their victimization, including but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as child care and counseling ; and

11.   Relocation. Relocation of victims when necessary for the safety and well-being of a victim, including but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility start-up costs

Allowable Costs.   Allowable costs are generally broken down in two categories, those supporting direct services or those supporting administrative expenses.   For a more complete analysis of allowable costs, please refer to the VOCA Final Rule (link referenced above). The reasonableness of any costs in relation to the project goals and objectives will be reviewed by OAIV. Any expenses that are not 100% allocated to the VOCA project (for instance rent payments for a building that houses VOCA, STOP and FVPSA funded staff or the cost of a copier used by all staff) must be pro-rated according to the actual percentage utilized by the VOCA program staff.   In the preparation of the budget justification narrative, applicants should be prepared to explain the basis for pro-ration.

- Personnel costs (including fringe benefits) that are directly related to providing direct services and supporting activities such as staff and coordinator.

- Payment of salaries and expenses of supervisory staff in a project (including fringe benefits), when necessary to effectively facilitate the provision of direct services.
- VOCA administrative time—Costs of administrative time spent completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; collecting and maintaining crime victims' records; and conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project.
- Payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participate on statewide or other task forces, work groups and committees to develop protocols, interagency, and other working agreements. Payment of salaries and fringe for staff engaged in coordination activities that facilitate the provision of direct services, include, but are not limited to, state-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims and other such programs
- Volunteer Training. Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
- Skills training for staff. Expenses related to training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources and other materials relating to such training.
- Restorative Justice. Activities in support of opportunities for victims of crime to meet with perpetrators, MAY be permissible.   Programs interested in offering this type of service should contact OAIV to discuss before including in their proposal.
- Training-related travel. VOCA funds can support costs such as travel, meals, lodging, and registration fees for direct service staff (both VOCA funded and not) to attend training within the state or a similar geographical area. Subgrantees are encouraged to first look for available training within their immediate geographical area.
- Contracts for professional services. Contracts for specialized services that are not available within the organization (e.g., psychological or psychiatric consultation, legal services, and interpreters) at a rate not to exceed a reasonable market rate within the community.
- Maintenance, repair or replacement of essential items. Costs of maintenance, repair, and replacement of items that contribute to a safe and healthy environment for crime victims (such as a furnace in a shelter, routine maintenance, repair costs,) in the absence of other sources of funding.
- Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated cost of rent, utilities, local travel expenses for service providers, and required minor building adaptations* necessary to meet the DOJ standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide

direct services to victims. *Programs seeking to allocate funds for minor building adaptations should consult OAIV prior to including this item in their project for further guidance and discussion.*

- Equipment and Furniture. Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille an TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews.

- Interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas).

- Automated systems and technology. Subject to the provisions of the DOJ Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, expenses related to procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communication among victim services providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including but not limited to, procurement of software, hardware.

- Vehicle Purchase or Lease. The purchase or lease of a vehicle is a permitted item within VOCA. The vehicle must be necessary and integral to the provision of direct services.   Agencies must engage in cost-benefit analysis of purchase vs. lease.

- Operating Costs. Allowable operating costs include, but are not limited to: supplies; equipment use fees; property insurance; vehicle insurance; printing, photocopying and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.

- Transportation. Transportation of victims to receive services and to participate in criminal justice proceedings is allowable. This may include costs such as fares for public transportation or costs related to the provision of transportation by the applicant (fuel costs, etc.). Note that if transportation is provided in personal vehicles and staff is reimbursed for mileage, fuel costs cannot also be recovered.

- Window, door, or lock replacement or other repairs necessary to ensure a victim's safety; costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance.

- Transitional Housing. Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally those who have a particular need for such housing, and who cannot safely return to their previous housing due to the circumstances of their victimization), including but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as child care and counseling.

- Relocation. Relocation of victims (generally, when necessary for the safety and well-

being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility start-up costs.

- Indirect Costs. Agency indirect costs are allowable expenditures under VOCA rules. In general, indirect costs are those which are incurred for a common or joint purpose benefiting more than one project, and not readily assignable to a specific funded activity.

Unallowable Activities/Costs The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds:

- Health insurance policies must be maintained by the organization in order to be eligible for support. Payments made directly to employees or to third party insurers are not allowable. Benefits for dependents are not allowable.
- Training/travel costs for individuals not employed by or affiliated as volunteers with the applicant.
- Lobbying. Lobbying or advocacy activities with respect to legislation or to administrative change to regulations or administrative policy, whether conducted directly or indirectly are not permitted.
- Research and studies. Except for project evaluation costs as permitted elsewhere in this solicitation, costs associated with research and studies are not allowable.
- Active investigation and prosecution of criminal activities. Costs related to the active investigation and prosecution of criminal activity, except for the provision of victim assistance service (e.g., emotional support, advocacy, and legal services) to crime victims during such investigation and prosecution.
- Fundraising. No activities related to fundraising are allowable, except for fee-based or similar program income.
- Capital expenses. No expenses for capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (unless specifically permitted under another provision), are allowable costs.
- Compensation for victims of crime. Expenses for the direct reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise specifically allowed under another provision, are not permissible.
- Medical care. Costs of medical care, except that which is specifically authorized in another provision, are not permissible.
- Salaries and expenses of management. Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators are not permissible, except to the extent they are allowed under another provision.
- Fines, fees or penalties. Any fines, fees, or penalties which are imposed upon the subgrantee, including any late fees or interest charges on outstanding debt, are not allowable.
- Entertainment. VOCA funding cannot be used to support expenses of entertainment or alcoholic beverages.

Appendix 2 – VAWA STOP Program Applicant Information

VIOLENCE AGAINST WOMEN ACT

The Office on Violence Against Women is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation, and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes by forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others through implementation of grant programs authorized by VAWA. OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.   There are two different funding sources within VAWA, STOP and SASP.

STOP

The Office on Violence Against Women (OVW) administers the STOP (Services, Training, Officers and Prosecutors) Formula Grant Program. The goal of the STOP program is to develop and strengthen law enforcement, prosecution and court strategies to combat violent crimes against women and to develop and strengthen victim services, including community-based, culturally-specific services in cases involving domestic violence, sexual assault, dating violence, and stalking. The target of the STOP Program is adult and youth victims. Youth is defined as "a person who is 11 to 24 years old."

The focus of the STOP Formula Grant Program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes by supporting domestic violence programs, sexual assault crisis programs, other non-profit, nongovernmental organizations, community based programs, as well as law enforcement, prosecutorial and court programs addressing domestic violence, sexual assault, stalking and dating violence. Each state, in making sub-awards under the STOP program, must allocate no less than 30 percent of the award for victim services (of which 10 percent must be allocated to culturally specific community-based organizations), 25 percent each for law enforcement and prosecution, and five percent to courts. The remaining 15 percent may be awarded at the state/territory's discretion within the statutory parameters of the program. In addition, no less than 20% of the total award is to be dedicated to addressing sexual assault across at least two of the afore-mentioned allocations.

All STOP awards will be issued in conformity with the VAWA final rule, effective December 29, 2016, and OMB Uniform Guidance, as well as the State of Mississippi's Implementation Plan for 2017-2020. For the full text of the new VAWA rule please refer to the following link: https://www.federalregister.gov/documents/2016/11/29/2016-28437/conforming-stop-violence-against-women-formula-grant-program-regulations-to-statutory-change. For the full

text of the OMB Uniform Guidance: (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). It is the responsibility of each applicant to become familiar with the provisions of the applicable rules. Organizations seeking to receive a copy of the STOP Implementation plan may contact Joy Jones, joy.jones@msdh.ms.gov.

The focus of the STOP Formula Grant Program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes by supporting state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; victim service providers; and culturally-and population-specific organizations.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR STOP FUNDING

Special Requirements for Law Enforcement, Prosecution and Court Applicants:

- All law enforcement applicants must:
    - Have in place an agency policy or SOP for response to domestic violence, sexual assault, stalking, and dating violence; and
    - Foster meaningful partnerships with local service providers to further the project purposes and include service providers in the preparation of the application.
- All prosecution applicants must:
    - Have an established office policy for the prosecution of domestic violence, sexual assault, stalking and dating violence; and
    - Foster meaningful partnerships with local service providers to further the project purposes and include service providers in the preparation of the application.
- All court applicants must:
    - Have in place a court policy for tracking and handling domestic violence, sexual assault, stalking and dating violence cases; and
    - Foster meaningful partnerships with local service providers or statewide victim advocacy organizations to further the project purposes and include service providers in the preparation of the application.

Civil Rights. In addition to any other applicable nondiscrimination statutes or regulations, organizations receiving VAWA funds must have in place nondiscrimination provisions prohibiting discrimination based on gender identity and sexual orientation. *Section 40002(b)(13) of the Violence Against Women Act of 1994, as amended.*

FUNDING AVAILABILITY

Funding Availability: Approximately $1,500,000 is available for the FY 2021 grant period. OAIV anticipates making a maximum of 30 subgrants. As required in the MS STOP Implementation Plan, funds will be distributed as follows:

- 30% to Victim Services
- 30% to Law Enforcement
- 30% to Prosecution
- 10% to Courts

In determining the appropriate allocations, OAIV will consider the nature of the services provided or project described, not simply the organizational structure of the applicant. For instance, an award to a law enforcement agency employing a victim advocate may be categorized as victim service.

Applicants currently receiving VAWA STOP funds are eligible to apply for no more than the amount of the current award, unless otherwise approved by OAIV. Current awardees are not required to ask for these amounts. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Applications will be reviewed on a competitive basis.   Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.

SPECIAL PRIORITIES

Cooperative Applications. OAIV encourages applications which seek to maximize limited resources, such as cooperative and/or joint applications from rural areas to expand the reach of services and response to domestic violence, dating violence, sexual assault and stalking.

Projects which increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals will be given priority in consideration

Implementation of Risk or Lethality Assessment Protocols. Project which seek to implement evidence-based risk or lethality assessment protocols in courts, law enforcement and prosecution response to domestic violence, dating violence, sexual assault and stalking will be prioritized by OAIV.

STOP MATCH REQUIREMENTS

There is a 25% match requirement on grant funds under the STOP Program. N*onprofit victim services organizations and tribes are not required to provide match*. All other organizations must provide the required match. Federal funds may be used to pay for up to 75% of the cost of the funded project. Please refer to Appendix 5, Instructions, for directions

on match calculation. Applicants may satisfy the required match with either cash contributions or in-kind contributions. No federal funds or goods or services obtained with federal funds may be used as match.   No match waivers will be granted.

USE OF STOP FUNDS

Applications must address one or more of the program's priority and statutory purpose areas as defined by the current Mississippi STOP Implementation Plan for 2019-2022.

The STOP priority areas are:
- Improvement of Data Collection Systems for Offender Accountability
- Training for Law Enforcement, Prosecutors and Courts
- Supporting Law Enforcement, Prosecutor and Court personnel
- Direct and Interventive Sexual Assault Services
- Development of Culturally Competent Services for Underserved Populations
- Direct and Interventive Domestic Violence Services

The purpose areas are as follows:

- Provide Trauma-Informed, Culturally Competent Services to Victims of Domestic Violence, Sexual Assault, Dating Violence and Stalking.   OAIV is specifically interested in funding projects which:
  - Provide trauma-informed, culturally competent services through the availability of 24-hour crisis lines, individual and group therapy for victims as well as their children, shelters and safe houses, criminal justice, legal and personal advocacy, and providing information and service referrals;
  - Assist the state in meeting the required sexual assault set-aside, by providing advocacy for sexual assault victims; support the efforts of the statewide sexual assault coalition; support training for service providers; and provide services for victims to include group and individual therapy, crisis counseling, education and referral services;
  - Address specific issues involving rural, underserved populations by geographically targeting those areas demonstrating needs in their communities through the promotion of autonomy and self-sufficiency for victims while improving their access (including transportation) to resources in order to enhance safety;
  - Provide training opportunities for victim service providers to enhance their skills and the level of services provided;
  - Address the special needs of Native American women living on and off the reservation through programs designed to meet specific cultural issues surrounding the intervention and response to Indian victims; or
  - Seek and develop relationships with culturally specific organizations to provide services in cooperation with traditional victim service organizations, or to provide

technical assistance to victim service organizations and law enforcement, prosecution and court entities to enhance their response to culturally-specific populations.

- Enhance the Capacity of Law Enforcement Entities to respond to and appropriately document domestic violence, sexual assault, dating violence and stalking cases (as well as other related crimes) to increase safety for victims and hold offenders accountable. OAIV is specifically interested in funding projects which:
  - o Support dedicated officers to address the crimes of domestic violence, sexual assault, dating violence and stalking with a focus on building capacity in rural communities;
  - o Support data-collection systems consistent with the National Incident Based Reporting System (NIBRS) to enable law enforcement to better document data and provide more reliable information to prosecutors and courts; and
  - o Continue to provide training to law enforcement officers on domestic violence, stalking, sexual assault, and protection order enforcement, report writing, investigations and other aspects of responding to these crimes, particularly including law enforcement supervisors and incorporating train-the-trainer programs to expand the number of qualified individuals available to provide training.
- Enhance the capacity of prosecutors to successfully prosecute crimes of domestic violence, sexual assault, dating violence and stalking cases for the purposes of increasing victim safety and holding offenders accountable. OAIV is specifically interested in funding projects which:
  - o Support dedicated prosecutors to address the crimes of domestic violence, sexual assault, dating violence and stalking with a focus on building capacity in rural areas;
  - o Enhance data collection systems to enable prosecutors to track offenders cross-jurisdictionally and for all crimes, to better hold them accountable; and
  - o Provide training for prosecutors to enhance prosecution skills in domestic violence, sexual assault, dating violence and stalking cases.
- Enhance the capacity of courts to monitor and track cases of domestic violence, sexual assault, dating violence and stalking to increase the safety of victims and to hold offenders accountable. OAIV is specifically interested in funding projects which:
  - o Support data collection systems to enable courts to track offenders' history to better hold them accountable;
  - o Support translators and interpreters for the courts statewide by funding individuals to become certified;
  - o Support and improve coordination between law enforcement, victim services, and the courts through binding agreements with victim services programs to provide on-site victim court advocacy and counseling to domestic violence victims prior and during domestic violence court; and

- Provide enhanced statewide training to court personnel in the areas of domestic violence and sexual assault, including cultural and linguistic competency.
- Reducing Domestic Violence Related Homicides. OAIV is specifically interested in funding projects which:
  - Increase the ability of law enforcement to document and track domestic violence cases;
  - Promote and implement utilization of the Lethality Assessment Protocol; and
  - Support development of a local or statewide fatality review teams to review homicide cases to inform practices and policies.

Allowable Costs. The reasonableness of any costs in relation to the project goals and objectives will be reviewed by OAIV. Any expenses that are not 100% allocated to the STOP project (for instance rent payments for a building that houses VOCA, STOP and FVPSA funded staff or the cost of a copier used by all staff) must be pro-rated according to the actual percentage utilized by the STOP program staff. In the preparation of the budget justification narrative, applicants should be prepared to explain the basis for pro-ration.

• personnel, training, and operating expenses that promote the provision of CORE victim services, and the apprehension, prosecution and adjudication of persons committing violent crimes against women. ***Grant funds may be used only for expenses that <u>directly relate </u> to carrying out program activities that are designed to reach victims.***

• personnel costs directly associated with the project that are victim-focused and provide specialized training for staff members involved in the project. Personnel charged to the grant must provide **DIRECT** and **INTERVENTIVE** services to victims.

• salaries of prosecutors, law enforcement officers or judges, if the paid prosecutors, law enforcement officers, or judges are handling cases involving violence against women.

• purchase of equipment that will be used for the STOP project

• indirect costs if a subgrantee has a federally approved indirect cost rate. If there is no federally approved indirect cost rate, a "de minimus indirect cost rate" of 10% of Modified Total Direct Costs as defined in 2 CFR §200.414 is allowable.

• Food provision within the context of victim services (e.g. providing food in shelters) is permissible if the food is necessary or integral to providing services to women to enhance their safety.

• services for children aged 11 and up.

• services to men, however, the focus of the subgrant projects must be on violence against women. Men seeking to utilize those services cannot be denied due to their sex.

• services to incarcerated victims of domestic violence, dating violence, sexual assault, or stalking to the extent those services address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both such crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives.

• Legal services, such as housing, family law, public benefits, and other similar matters, as well as emergency legal assistance such as protection orders, emergency custody, etc, that

are related to the victimization.

• reasonable transportation costs that would enhance a woman's safety.

• services to victims of domestic violence, dating violence, sexual assault and stalking with substance abuse issues.

• sexual assault victims who are age 11 or older.

• child sexual abuse when the victim is now an adult, provided that the abuse occurred or continued when the victim was age 11 or older.

• alternative treatments for victims, however, specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence or sexual assault survivors as well as justification that the cost of service was reasonable are required.

• children's services when there is an inextricable link and be the direct result of providing services for women. For example, STOP funds may support the expansion of battered women's shelter services to include programs for children of the women residing in the shelter.

• gift cards, however, these are only allowable to the extent that they are used for purposes that are otherwise an allowable use of STOP funds, such as to purchase groceries for victims. If use of gift cards is necessary to provide services to victims, subgrantees must ensure that effective control and accountability is maintained over gift cards and that those cards are used solely for authorized purposes.

• first month's rent for a victim of domestic violence as part of the provision of transitional housing.

• co-location of services under the purpose area for "maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families."

Unallowable Costs

The following costs are unallowable in the STOP program. This is not an inclusive list, and applicants are directed to review the STOP program authorizing legislation, the STOP Final Rule, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIV staff prior to application submission.

• Services for incarcerated victims (other than permitted elsewhere) such as rehabilitative services related to the crime committed by the incarcerated individual.

• criminal defense work, including defending women who assault, kill or otherwise injure their abusers.

• moving household goods to a new location or acquiring furniture or housing in a new location

• voucher programs

• purchase of vehicles

• immigration fees for battered immigrant women

• couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior

• general substance abuse counseling

- services that focus exclusively on children under age eleven (11)
- Lobbying or advocacy activities with respect to legislation or to administrative change to regulations or administrative policy, whether conducted directly or indirectly;
- Fundraising, except for fee-based or similar program income;
- Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (including minor renovations such as painting);
- Any fines, fees, or penalties which are imposed upon the subgrantee, including any late fees or interest charges on outstanding debt;
- Costs of food and/or beverages for any meeting, conference, training, or other event. Food provision within the context of victim services permissible if the food is necessary or integral to providing services to enhance safety; and
- Expenses of entertainment or alcoholic beverages.

Appendix 3 – VAWA SASP Program Applicant Information

VIOLENCE AGAINST WOMEN ACT

The Office on Violence Against Women is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation, and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes by forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others through implementation of grant programs authorized by VAWA. OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.   There are two different funding sources within VAWA, STOP and SASP.

SASP

The Office on Violence Against Women (OVW) administers the Sexual Assault Services Formula Grant Program (SASP). The SASP Formula Grant Program is authorized by 34 U.S.C. Section 12511, created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended.   The priorities of the SASP Formula Grant Program are to (1) support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations that provide CORE services, intervention, advocacy, accompaniment (e.g. accompanying victims to court, medical facilities, law enforcement), support services, and related assistance to adult, youth, and child victims of sexual assault, family and household members of such victims, and individuals collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization; and (2) provide support for the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault on the state and territorial level to provide comprehensive services to victims of sexual assault. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems.

All awards will be issued in conformity with the terms and conditions of the award made to the State of Mississippi and the OMB Uniform Guidance. The OMB Uniform Guidance may be found at the following link: (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR SAS FUNDING

There are no specific eligibility requirements for SAS funding.

FUNDING AVAILABILITY.

Approximately $425,000 is available for the FY 2021 grant period.   OAIV anticipates making a maximum of 15 subgrants.

Applicants currently receiving SASP funds are eligible to apply for no more than the amount of the current award, unless otherwise approved by OAIV. Current awardees are not required to ask for these amounts. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Applications will be reviewed on a competitive basis.   Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.

SPECIAL PRIORITIES

Projects which increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals will be given priority in consideration.

SASP MATCH REQUIREMENTS

There is no match requirement under the SASP program**.**

USE OF SASP FUNDS

Grants and sub-grants supported through SASP must meet one or more of the program's priority and statutory purpose areas. The SASP priority areas are as follows:
- support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations that provide CORE services, intervention, advocacy, accompaniment (e.g. accompanying victims to court, medical facilities, law enforcement), support services, and related assistance;
- provide culturally and linguistically competent services;
- develop/enhance/provide services to underserved populations.

The SASP purpose areas are:

- Support rape crisis centers in providing direct intervention and related assistance services.   Direct intervention may include:
    - 24-hour hotline services providing crisis intervention services and referrals;
    - Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
    - Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
    - Information and referral to assist the sexual assault victim and family or household members;
    - Community-based, culturally and linguistically competent services and support mechanisms, including outreach activities for underserved communities; or
    - Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.
- support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services;
- Retain core services for victims of sexual assault; and
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

Service providers must provide services to sexual assault victims of all ages, however the specifically funded project may focus on a specific age group, such as children, youth, or elders.

Projects which have as a component prevention and awareness are not allowable. SASP funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities. Other unauthorized activities include:
    - Research projects;
    - Sexual assault response team coordination;
    - Providing training to allied professionals in the community; and
    - Domestic violence services unrelated to sexual violence.

Allowable Costs

All funding must support services to victims of sexual assault. The following costs are allowable in the SASP program. This is not an inclusive list, and applicants are directed to review the SASP authorizing legislation, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly.   Any questions regarding permitted uses of funds should be directed to OAIV staff prior to application submission. The reasonableness of any costs in relation to the project goals and objectives will be reviewed by OAIV. Any expenses that are not 100% allocated to the SAS

project (for instance rent payments for a building that houses SAS, STOP and VOCA funded staff or the cost of a copier used by all staff) must be pro-rated according to the actual percentage utilized by the SAS program staff. In the preparation of the budget justification narrative, applicants should be prepared to explain the basis for pro-ration.

- personnel costs directly associated with the project that are victim-focused
- Personnel charged to the grant must provide DIRECT and INTERVENTIVE services to victims.
- Costs of personnel, training, and operating expenses that promote the provision of CORE victim services
- Costs related to train advocates (volunteer or employee) that will provide specific grant-funded services, but not a generalized statewide training
- Operation of a hotline to the extent the hotline is for sexual assault victims.
- Operating expenses such as supplies or equipment that are necessary for the direct services to victims of sexual assault
- indirect costs
- services for male victims.

Unallowable Costs

The following costs are unallowable in the SASP program. This is not an inclusive list, and applicants are directed to review the SASP authorizing legislation, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIV staff prior to application submission.

- Education and prevention, however funds may be used for outreach to inform persons about the services provided by a specific program;
- Prosecution or law enforcement projects such as forensic examinations or forensic interviewing;
- General training, nor may funds be used to develop training curriculums;
- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide on http://www.justice.gov/sites/default/fi les/ovw/legacv/20 13/12/16/companion-guide-fv2014.pdf;
- Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.);
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Sexual Assault Forensic Medical Examiner programs;
- Sexual Assault Response Team coordination;
- Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.);

- Domestic violence services unrelated to sexual violence;
- Lobbying or advocacy activities with respect to legislation or to administrative change to regulations or administrative policy, whether conducted directly or indirectly;
- Fundraising, except for fee-based or similar program income;
- capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (including minor renovations such as painting);
- Any fines, fees, or penalties which are imposed upon the subgrantee, including any late fees or interest charges on outstanding debt;
- Costs of food and/or beverages for any meeting, conference, training, or other event. Food provision within the context of victim services permissible if the food is necessary or integral to providing services to enhance safety; and
- Expenses of entertainment or alcoholic beverages.

Appendix 4 – FVPSA Program Applicant Information

Family Violence Prevention and Services Act Formula Funding,   The Mississippi State Department of Health (MSDH), Office Against Interpersonal Violence (OAIV), is the designated state administrative agency (SAA) for the Family Violence Prevention and Services Act (FVPSA) formula grant funding, awarded to each state through the Department of Health and Human Services, Administration for Families and Children, Family and Youth Services Bureau. The federal law governing the program is the Family Violence Prevention and Services Act, 42 U.S.C. Section 10401, et seq., as reauthorized by the Child Abuse Prevention and Treatment Act Reauthorization Act of 2010.   All usage of funds must comply with the FVPSA Final Rule effective January 3, 2017, (https://www.federalregister.gov/documents/2016/11/02/2016-26063/family-violence-prevention-and-services-programs); and the OMB Uniform Guidance, (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), as well as the MSDH/OAIV FVPSA Plan.

The purpose of the FVPSA program is to support the establishment, maintenance and expansion of programs and projects which ensure effective interventions are in place to build skills and capacities contributing to the healthy, positive and productive functioning of families. The program areas identified to accomplish the purpose of the FVPSA program are: (1) to prevent incidents of family violence, domestic violence and dating violence, (2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, and dating violence and their dependents; and (3) to provide specialized services for children exposed to family violence, domestic violence or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.   Organizations not providing shelter must provide supportive services and access to services, including community-based programs and referrals.   All projects must provide specialized services for children exposed to family violence, domestic or dating violence.

The FVPSA program stipulates that not less than 70% of the funding awarded to each state shall be used to fund shelter and shelter services, and not less than 25% of the funding shall be used to support prevention work.

ADDITIONAL ELIGIBILITY REQUIREMENTS FOR FVPSA FUNDING

- To be a FVPSA-eligible organization, the agency must meet the following criteria:
  - o have as its primary purpose the operation of a shelter for victims of family violence, domestic violence or dating violence, and their dependents, OR the provision of counseling, advocacy, and self-help services to victims of family violence, domestic violence or dating violence, or prevention activities on these issues (which may include prevention education or activities such as the delivery of domestic abuse intervention programs for the specific purpose of preventing future violence); **AND**
  - o have a documented history of effectively working on those issues.

Programs which do not meet the criteria but have a demonstrated history of serving populations in their community, including culturally-specific and appropriate services, may be eligible if they partner with an organization that does meet the criteria. This partnership must be evidenced by a written document such as an MOU or MOA.

- **All shelter programs will be required to provide prevention and supportive services within the funded project**.
- Programs which do not offer residential services **MUST** have a written agreement with at least one residential domestic violence service provider for referrals.
- A program applying to provide core shelter services MUST meet the minimum requirements set forth in Sections 93-21-107 and 93-21-109 of the Mississippi Code of 1972, as amended by HB 1030 (2014 Regular Session) as well as any standards promulgated by OAIV.

FUNDING AVAILABILITY.

Approximately $1,215,000 is available for SFY 2021. OAIV Anticipates awarding no more than 20 subawards.

Continuation projects are eligible to apply for level funding. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Applications will be reviewed on a competitive basis. Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.

SPECIAL PRIORITIES

MS FVPSA has a special interest in funding projects which will:
- provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations;
- develop services focusing on male victims of family violence, domestic violence and dating violence;
- enhance services available in Native American communities;
- expand non-residential services model; or
- provide meaningful access for limited English proficient individuals and effective communication for individuals with disabilities (45 CFR § 1370.10(b)(2)(v)).

Special Consideration will be given to applications addressing these special priorities.

FVPSA MATCH REQUIREMENTS

There is a 20% match requirement on grant funds under the FVPSA Program. Tribal programs are exempt from match requirements. Federal funds may be used to pay for up to 80% of the cost of the funded project. Please refer to Appendix 5, Instructions, for directions on match calculation. Applicants may satisfy the required match with either cash contributions or in-kind contributions. No federal funds or goods or services obtained with federal funds may be used as match.

USE OF FVPSA FUNDS

Applications must address the provision of services in the following areas:

- Core Shelter Services. The following constitute, for purposes of this application, core shelter services:
  - Provision of emergency residential housing for victims and dependents, available twenty-four (24) hours a day, seven (7) days a week, with trained staff providing basic needs of victims in the shelter;
  - Crisis Hotline Management (the operation of a twenty-four (24) hour telephone service, seven (7) days a week, with trained staff of the shelter providing counseling, guidance, emotional support, information and referrals, etc.); and
  - Provision of supportive services.
- Non-residential Supportive Services. Non-residential Supportive Services include:
  - Crisis Hotline Management (the operation of a twenty-four (24) hour telephone service, seven (7) days a week, with trained staff providing counseling, guidance, emotional support, information and referrals, etc.), and
  - Provision of supportive services to non-residential clients.
- Prevention.   Prevention efforts include:
  - Outreach and prevention efforts in service area, including outreach to underserved or unserved populations; and
  - Implementation of the Green Dot Bystander Prevention model at the community and/or college level in accordance with the plan established by OAIV, or other community level prevention strategies.

All activities must address victims of family violence, dating violence or domestic violence or their dependents. Programs focusing on child abuse (as defined by MS law) will not be funded.

Allowable Costs:

Federal funds must be used to supplement existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit. Costs must be reasonable, necessary, and allocable to the project. DV Shelter funds must be

expended in furtherance of the operation of a domestic violence shelter meeting the definitions contained in this solicitation. Funds awarded may not be used for any unauthorized purposes. Grant funds may be used only for expenses that directly relate to carrying out program activities that are designed address domestic violence, dating violence or family violence. The reasonableness of any costs in relation to the project goals and objectives will be reviewed by OAIV. Any expenses that are not 100% allocated to the FVPSA project (for instance rent payments for a building that houses FVPSA, STOP and VOCA funded staff or the cost of a copier used by all staff) must be pro-rated according to the actual percentage utilized by the FVPSA program staff. In the preparation of the budget justification narrative, applicants should be prepared to explain the basis for pro-ration.

- Personnel (salaries and fringe), training, and operating expenses that promote the provision of core shelter services, prevention and non-residential supportive services;
- Purchase of equipment that will be used for the project as well as other purposes if the expenses are prorated according to the percentage of time that the equipment is used for FVPSA and/or DV Shelter purposes;
- Indirect costs at a federally approved indirect cost rate or 10% de minimis rate;
- specialized services for children;
- Provision of services to men;
- Legal services, such as housing, family law, public benefits, and other similar matters, as well as emergency legal assistance such as protection orders, emergency custody, etc, that are related to the victimization.
- Domestic abuse intervention programs (NOTE: only allowable under FVPSA to the extent that the participants are charged no fees for the program).
- Reasonable transportation costs that would enhance victim safety.
- Alternative treatments for victims, however, specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence as well as justification that the cost of service was reasonable will be required;
- Renovation or remodeling of facilities providing services to victims of domestic violence, dating violence and family violence. No new construction is authorized, except as provided otherwise herein.

Unallowable Costs

- Criminal defense work, including defending women who assault, kill or otherwise injure their abusers;
- Couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior;
- General substance abuse counseling, however, victim service providers that wish to focus on providing services to victims with substance abuse issues may utilize funding for this purpose;
- Lobbying or advocacy activities with respect to legislation or to administrative change to regulations or administrative policy, whether conducted directly or indirectly;

- Fundraising, except for fee-based or similar program income;
- Any fines, fees, or penalties which are imposed upon the subgrantee, including any late fees or interest charges on outstanding debt;
- Costs of food and/or beverages for any meeting, conference, training, or other event, however, food provision within the context of victim services permissible if the food is necessary or integral to providing services to enhance safety;
- Expenses of entertainment or alcoholic beverages;
- Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (including minor renovations such as painting).
  .

Appendix 5 – State Domestic Violence Shelter Fund Applicant Information

State Domestic Violence Shelter Funds. MSDH is the state agency granted the authority pursuant to state law (MS Code Section 93-21-117, 2014) to administer the Victims of Domestic Violence Fund, established as direct support for qualifying domestic violence shelters in the state of Mississippi. The money in the fund comes from various sources: standard state monetary assessments for certain violations, misdemeanors and felonies pursuant to Miss. Code Section 99-19-73; certain bond fees as provided by Miss. Code Section 83-39-31; additional fees charged and collected for marriage licenses under the provisions of Section 25-7-13; and any other sources of funding.

The purpose of the DV Shelter program is to provide safe, secure, accessible, nondiscriminatory shelter for all victims of domestic violence regardless of race, color, religion, age, marital status, national origin or ancestry, gender identity or sexual orientation, in compliance with Mississippi state law, and any regulations or rules adopted by the Office Against Interpersonal Violence within MSDH.

Additional Eligibility Requirements: Applicants for the Domestic Violence Shelter Program must meet the requirements established by state law. MS Code Section 93-21-101 defines a domestic violence shelter as "a place established to provide temporary food and shelter, counseling, and related services to victims of domestic violence." To qualify for funding under this solicitation, each shelter must meet each of the requirements of Section 93-21-107:

a. be incorporated in the state or recognized by the Secretary of State as a private or public nonprofit organization, having a board of directors and/or an advisory board representing the racial, ethnic, and social economic diversity of the area to be served including, if possible, at least one person who is or has been a victim of domestic violence; and

b. implement programming to provide the following basic services to victims of domestic violence and their children which provides:

   i. shelter (housing) on a twenty-four (24) hour a day, seven (7) days a week basis*;

   ii. a crisis line or switchboard available twenty-four (24) hours a day, seven (7) days a week*;

   iii. temporary housing and food facilities;

   iv. group support and peer counseling;

   v. referrals to existing services in the community and follow-up on the outcome of the referrals;

   vi. a method of referral for medical care, legal assistance and group support and counseling of victims of domestic violence;

   vii. information regarding re-education, marriage and family counseling, job counseling and training programs, housing referrals, and other available social services; **AND**

   viii. a referral program of counseling for the victim and the offender.

All shelter programs must have capacity for provision of services and admission at all hours, including nights, weekends and holidays. A crisis line or switchboard available on a 24 hour a day, 7 day a week basis must be staffed at all times by staff or volunteers employed with or affiliated with the shelter, all of whom have been trained by the shelter program in responding to crisis calls and crisis intervention. A victim seeking assistance must be able to reach a trained individual at any time during a 24-hour period. At no time shall a crisis line be answered by a third party answering service, which then forwards calls to shelter staff, or takes messages and passes them to shelter staff for call-back (barring exigent circumstances, such as natural disasters).

Funding Availability.

Approximately $750,000 is available for FY 2021. OAIV anticipates awarding no more than 15 sub-grants.

Continuation applicants are eligible to request level funding but are not required to do so. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Applications will be reviewed on a competitive basis. Applicants are encouraged to submit projects including new and innovative approaches in their scope of services.

Match:

There is a 25% match requirement on funds distributed by MSDH under the DV Shelter Program. State funds may be used to pay for up to 75% of the cost of the project. Please refer to Appendix 5, Instructions, for directions on match calculation. Applicants must satisfy the required match with CASH. ***NO IN-KIND MATCH*** is permissible under the DV Shelter Program. State funds provided through an award can be used as match for federal funding.

Appendix 6 – Application Instructions

Contents of Application

Each separate application shall contain the following required components that are to be completed in GAMS:

- Organization Information
- Project Narrative
- Civil Rights Compliance
- Budget

• Financial Capability
• Assurance and Certifications
• Funded Personnel Information

The following documents, as applicable, are also required and must be uploaded to GAMS individually:

Authority to Apply Documentation	Job Descriptions, resumes, licensure/certifications
Designation of Signatory Authority	Organizational Chart
SAM registration	Volunteer Job Descriptions, if applicable
IRS Determination, if applicable	Budget Request and Narrative
Indirect Cost Information, if applicable	Match Source Verification, if applicable

Please refer to the specific corresponding grant program application for any additional required information.

Application Preparation

- Organization Information. All applicants will be required to complete basic information about their organization. This is a reusable component in GAMS, and applicants will complete once regardless of the number of applications submitted. Instructions for completing this component may be found in GAMS.
- Financial Capability. All applicants will be required to complete basic information relating to the fiscal policies of the organization. This is a reusable component in GAMS, and applicants will complete once regardless of the number of applications submitted. Instructions for completing this component may be found in GAMS. This form must be signed by an official having sufficient knowledge and authority with regard to finances of the applicant (CFO, Accountant, Comptroller, etc.).
- Assurances and Certifications. All applicants will be required to complete the assurances and certifications. This is a reusable component in GAMS, and applicants will complete once regardless of the number of applications submitted. Instructions for completing this component may be found in GAMS.
- Civil Rights Compliance. All applicants will be required to complete information related to compliance with applicable civil rights law and regulations. This is a reusable component in GAMS, and applicants will complete once regardless of the number of

applications submitted.   Instructions for completing this component may be found in GAMS.

- Funded Personnel Information.   All applicants will be required to submit information including job descriptions, resumes and proof of any required licensure or certifications for any staff funded by the program.   This is not a reusable task.

- Project Narrative.   All applicants will be required to complete the project narrative section.   This must be completed for each application submitted.   The project narrative is the description of the proposed project.   It sets out what will be done, who it will impact, who will do it, why it is being done, and what will happen as a result of the project. The Project Narrative consists of five (5) major components:

1. Problem Statement.   This section should include a description of the problem as it exists in your community and the population which will be impacted by the project. The target population may be: an ethnic or culturally specific population; or victims of a particular type of crime (domestic violence, sexual assault, human trafficking, survivors of homicide victims are some examples).   In the description of the problem, to the extent available, you should use local information to demonstrate the problem. This may include LOCAL crime statistics, information your agency has collected from various sources (surveys, statistics, etc.). You should list the source of any data or information used.

2. Implementation.   In this component of the application, you should fully explain the following:

   a. the services to be provided (the project scope of work).   Examples may be emergency shelter, advocacy, crisis intervention, crisis line, case management, group and/or individual counseling, etc.

   b. how the scope of services directly linked to the target population to be served;

   c. the staffing required to perform the scope of service.   The roles and responsibilities of involved project staff should be described; and

   d. the model for delivery of services.   In this area you should discuss your service model, for example, do you operate on a 24/7 basis, on-call basis? How do cases or individuals get referred to your organization. What methods do you utilize to determine eligibility?   How are your services victim-centered, trauma informed and linguistically and culturally responsive?   Applicants should also address the use of volunteers in their service model. If the use of volunteers is not possible, this should be explained.   For VOCA applications only, if you are unable to utilize volunteers, you must submit a volunteer waiver request.

      TIP: Remember, your scope of services must clearly correspond and align with the stated goals, objectives and activities in this project.

3. Goals/objectives/activities/timeline. This section of the narrative will be completed in the template in the GAMS systems. Applicants should follow the guidance below for completion of each section.

    a. *Goals:* Project goals are to be stated as they relate to client and community needs identified in the proposed project. Goals:
  - o should be broad statements about what the project intends to accomplish;
  - o focus on end results, not tasks; and
  - o should align with the grant Request for Proposal (RFP) and your organization's mission.

The Difference Between Goals and Objectives:

Goals Are:	Objectives ARE:
Broad in Scope	Narrow in scope
General intention or direction	Specific/Precise
Cannot be easily measured	Can be easily measured
Longer Term	Shorter Term
Based on ideas	Based on Fact

    b. *SMART Objectives:* Objectives are clear, specific statements describing the intended outcomes/impact of the project. As used in the OAIV RFP, the term outcome/impact refers to the difference that will be made by your project. Objectives:
  - o should be straightforward and answer the basic questions: who, what, when, where, why and how;
  - o should be S.M.A.R.T. (specific, measurable, achievable, realistic and time-limited); *
  - o should include a description of who will be affected (target population), and what will happen (desired, observable measurable change); and
  - o should have a measurable result that is expected to be accomplished in a defined time period.

* SMART Objectives Criteria:
  - S - Specific
  - M - Measurable
  - A - Achievable/Attainable
  - R - Relevant/Realistic
  - T - Time Limited

Specific	Clearly indicate what the expected performance and/or outcome will be. Consider beginning the objective with an action word. Common types are: Increase, Improve, Reduce, Develop, Design, Establish
Measurable	There should be a source of information to measure or determine whether a goal has been achieved. You should ensure that your you have established concrete criteria and methods for measuring progress. ***Remember: If you cannot measure the outcome, you cannot***

	determine if your work is making a difference. Consider rewriting the objective, modifying your approach and/or reviewing your plan.
Achievable/ Attainable	This is not necessarily in the written objective; however, the objective must be reasonable and something your agency can accomplish.
Relevant/ Realistic	There should be a <u>real benefit</u> to your target population. It should be relevant to the grant funding goals and priorities.
Time-Limited	Time limitations should indicate a clear target to work towards meeting and achieving your objectives. It must be measurable, attainable and realistic.

Some programs have continuation projects but is still very important to have the time frame so that you can monitor progress and maintain accountability. |

c. *Activities:* Activities are the tasks, steps and/or actions conducted to achieve objectives. Each objective should have at least one activity statement related to the desired outcome. Activities should:
  o clearly state the planned tasks/step, evidence-based interventions or program elements designed to accomplish the goal(s) and objective(s) of the project; and
  o clearly identify who will perform the activity.

  TIP: Common types of action words for activities may include: Oversee, Coordinate, Manage, Plan, Support, Provide, Maintain, Administer, Conduct, Deliver, Organize, Train, Collaborate, Facilitate, Organize.

d. *Timeline.* Applicants should provide their anticipated timeline for accomplishing the activities during the life of the project.

4. *Evaluation.* An Evaluation Plan describes the means or mechanisms to be utilized to measure the anticipated outcome/impact of the proposed project; how this information is analyzed; recognition of faults/strengths/successes and how information is reported. Evaluation of project activities should be ongoing throughout the life of the project. For purposes of the OAIV grants, subgrantees should utilize an Outcome Evaluation approach, utilizing both quantitative and qualitative methods. Outcomes are generally stated in terms of enhancing learning (i.e. knowledge of resources) or enhancing conditions (i.e. safety, well-being). The evaluation plan consists of 4 components: data to be collected, methods of collection, analysis and reporting.

  a. Data to be Collected. In this section, applicants should:
    i. Indicate what type of data will be collected; source(s) of information (clients, staff, program documentation);
    ii. describe tools used to collect the information. Data collection sources/tools can include, but not limited to: Clients Surveys, Pre/Post Tests, Services Surveys, Testimonials, Statistical Data, Training

Participant surveys, Presentation Evaluations, Attendance reports, Observations, Logic models, and input from staff meetings.

    iii. Ensure data collected is linked to progress toward achieving your measurable objectives as stated in your grant application.

    iv. Indicate how information or data will be collected from the target population.

b. *Data Collection and Management Method. In this section, applicants should explain:*

    i. who will be managing the data collection, who will be collecting the data and the frequency of data collection, and how the data will be securely maintained by the organization?   Data management methods can include, but not limited to: automated data management systems; In-person or Telephone surveys, and/or documentation analysis.

c. *Analysis.   In this section, applicants should explain:*

    i. how your grant funded project will be evaluated in both qualitative (outputs) and quantitative (outcomes) means.

        1. <u>Outputs and units of service</u> are products of a program's activities, such as the number of counseling sessions provided, meals provided, classes taught, brochures distributed, or participants served.

        2. <u>Outcomes</u> refer to the difference that will be made by your project. They are benefits for clients/participants during or after their involvement with your program. Outcomes relate to knowledge, skills, attitudes, values, behavior, or condition.

    ii. how the information collected will be analyzed and/or interpreted.

    iii. who will be responsible for conducting the analyses and who else maybe involved in analyzing the information;

    iv. How your program with utilize the information obtained from the evaluation results.

    v. who will be responsible for follow-up and monitoring in the event it is determined other actions or activities are needed to achieve the outcome of the proposed project?

d. *Reporting information.* In this section, applicants should explain:

    i. how you will report (communicate) the information.

    ii. who will prepare, review and finalize the report; and

    iii. who will receive the report and the frequency of the dissemination, if other than OAIV (local government, other funders, etc.)?

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TIP: You should ensure that your agency has established concrete criteria and methods for measuring progress. Be realistic of your capacity to accurately collect, analyze and report the data and results. In your work with victim services, sometimes measurement can be very difficult.   Therefore, it

is very important that you not only consider the most relevant and feasible data sources and collection methods, but also consider your goal and objective's attainability and relevance to the project.

5. Sustainability. In this section, the applicant should clearly explain its plans for continuation of services. This is your plan to ensure continuity of the program and/or services in the event continued funding is not available for any reason. The applicant should clearly set forth its commitment, and the commitment of the community served, to the value of the services. Sustainability plans may include seeking funding from other sources, such as fundraising events or other grant funding. A statement that the program will not continue without the funding is not a sustainability plan.

TIP: In your narrative, please remember the importance of addressing how your agency will engage in planning, coordination, and collaborations with other agencies, and the development and implementation of staff/volunteer trainings.

Note: For purposes of the narrative, page limits have been converted to word count limits. Efforts were made to calculate the maximum word counts to be equal or greater than the previous page limits. These word counts are absolute and additional content will not be accepted. Word limits are indicated in GAMS.

- Budget. GAMS will include a new, consolidation form to provide budget detail information and budget justification narrative. ***The budget form will be available on the MSDH website as of December 9, 2019, and applicants may also contact oaivsupport@msphi.org to receive an electronic version after that date.*** A tutorial PowerPoint will be available to provide further instructions and directions. Refer to the RFP or the grant application calendar for dates.

  The project budget describes the funding being requested to carry out the specific application project. The budget, including any required match, must directly relate to the proposed project activities and corresponding grant program requirements. All budgeted line items must be:
    o allowable under specific corresponding grant guidelines and applicable federal guidelines; and
    o reasonable, necessary, and allocated directly to the project.
    o Additional information to support the budget request maybe be required (i.e. match source, indirect cost detail).

  The Budget Justification Narrative should explain and justify how you plan to use the funds and the estimated costs by line item in the budget. The narrative should include and clearly state:
    o the description of the cost;

- how you calculated and arrived at the cost; and
- how the expense is necessary for the achievement of project goals, objectives and activities.

The form will provide you with the required budget categories. The chart below should be used in determining correct budget categories for expenses so that you may properly complete the budget form.

Approved Categories	Examples	Budget Justification Narrative
Personnel:	Include salaries of funded personnel in this category. Also list any volunteers in this section. Individuals with whom you have contracts for performance of work or who are consultants should be listed in the contractual category.	List each position that pertains to the proposal. The cost calculation should show the employee's annual salary rate (or other pay rate such as hourly rates) and the percentage of time devoted to the project. Provide a brief explanation of the work to be completed by each position and how the work of the position will support the purpose and goals of the overall project.
	Fringe	List the fringe benefits provided to funded staff positions. This may include federal or state required items such as FICA, unemployment, retirement, or optional items such as health, life or disability insurance. For each item, provide the rate applied for each item of fringe to each budgeted staff position assigned to the project.
Travel:	In-State: Local mileage, meals, lodging, for in-state travel. This budget item is for travel for funded program personnel or travel for project partners while engaging in supported activities. Travel for contractors or consultants should be included in the contractual area. Conference registration fees are to be included here.	List each anticipated travel expenditure. Acceptable expenditures for in-state travel include mileage, rental car costs, meals, and lodging. Acceptable expenditures for out of state travel include mileage, rental car costs, airfare, meals, lodging, ground transportation, luggage fees, tips. For each anticipated travel expense, describe the rates used in estimating the cost, and a statement of the applicable travel policies being utilized (federal, state or organizational policies). Each Travel subcategory should include a statement of the purpose of the travel and how it assists with accomplishing the goals of the project. The justification should also include any discussion of the need for the expense and any cost analysis. If your organization does not have a standard travel policy, you must use the MS Department of Finance and Administration travel guidelines for the calculation of mileage costs. If you have your own policy this should be explained here.
	Out-of-State: Airfare, Lodging Meals, Mileage, luggage fees, ground transportation, etc. necessary for out of state travel. Conference registration fees are to be included here.	
Contractual:	Contractual items represent payment for services rendered other than by employees of the subgrantee. This may include items such as rent, rental contracts, utilities, repair/maintenance services, professional fees, membership dues, telephone, cable, internet, training activities, communications, contractors or consultants. Etc.	Explain the need for items, how the estimated costs were determined and how their use will support the purpose and goals of the project.
	Professional Services, Consultants and Contractors. Any travel for contractors or consultants should be included here.	Describe the activities, scope of work or services to be provided and how the costs were estimated. The justification should also include a description of the practices or policies to be utilized in selecting contractors. Travel for contractors/consultants should follow the guidance above.
Commodities	Commodities are materials and supplies that are consumed by the program/project. This may include office supplies, janitorial supplies, shelter supplies, food, resident	Describe and itemize the materials & supplies requested for purchase, the intended purpose, and how the estimated costs were determined for each item.

	supplies, books/manual, training curricula.	
Capital Outlay Equipment:	Capital Outlay Equipment includes equipment, furniture, fixtures (office desks, chairs, computers, telephone systems, etc.) regardless of value.	Describe and itemize the equipment requested for purchase, the intended purpose of each item, and how the estimated costs were determined.
Capital Outlay Other:	N/A	N/A
Subsidies, Loans & Grants:	Victim financial assistance. If your organization provides any kind of assistance for victims (hotel or taxi vouchers, payments for bus/train/airfare, etc.) this should be included in this section.	Describe and itemize the expense, the intended purpose, and how the estimated costs were determined for each item.
	If your organization intends to award sub-grants with the funds, this should be included in this section.	
Indirect Cost:	If your organization is seeking indirect costs, this should be included in this section. Federal indirect cost rate or 10% de-minimis (direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel)	Describe and itemize the indirect costs which will be supported. Examples may include clerical staff, executive director salary, rent, utilities. Consult the indirect cost guidance for additional information on indirect costs.

Match: The following general provisions are applicable to matching funds.   Please refer to the grant program information documents for specific match requirements.   The basic match calculation for a required 20% match is:

Federal request divided by 80% = total project budget
Total project budget minus federal request = **required match amount**
Example Using a $50,000 federal request:
$50,000/.80 = $62,500
$62,500 - $50,000 = $12,500 required match amount

The basic match calculation for a required 75% match is:

Federal request divided by 75% = total project budget
Total project budget minus federal request = **required match amount**
Example Using a $50,000 federal request
$50,000/.75 = $66,667
$66,667 - $50,000 = $16,667 required match amount

For your assistance, a grant match calculator will be available on the MSDH website after December 9, 2019.

Sources of match: Sources are either Cash or In-kind. Appropriate sources for any required match may include, but are not limited to, the following:

- o Cash; i.e., the value of direct funding for the project
- o Volunteered professional or personal services
- o Materials/Equipment
- o Space and facilities
- o Non-federally funded activities, including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims
- o Discounts

All matching contributions must be allowable and are subject to the same requirements, restrictions and conditions as the corresponding federal grant funding.

All resources used as match must be directly related to project goals and objectives.

All successful applicants must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

All match must be documented in the same manner as grant-funded activities.

Applicants must complete the Match Source Verification task in GAMS.

Match is to be documented in the budget following the guidelines in the explanation above.

Cash Match:

Funds from Federal sources or items obtained using federal funds **MAY NOT** be used to meet the match requirement.
Match MAY NOT used for more than one grant project, including other grants not funded by OAIV.

In-Kind Match:

*NOTE: In-kind match is not allowable in the state Domestic Violence Shelter Program Grant.
In-kind match may include donations of expendable equipment, office supplies, workspace, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services provided are an integral and necessary part of a funded project.
The basis for determining the value of all professional or personal services, materials, equipment, space or facilities used as match must be documented, and should reflect the market value for those services or items in the applicant's service area.
The value placed on loaned or donated equipment or space may not exceed its fair rental value.
The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.   Fringe benefits may be included in the valuation.
If used, volunteer services must be documented, to the extent feasible, by the same methods used by the recipient organization for its own employees (e.g. time and attendance sheets, logs, sign-in sheets).
The value of donated items may only be counted as match when the item is expended or utilized (example: an organization seeking to use the value of donations of clothing for victims as match may only do so when the clothing is distributed).
Any reduction or discount provided to the sub-recipient used as match shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service

Signing of Application

All applications in GAMS must be signed by the authorized organization official. Information about Authorized Signatory authority is addressed in the Organization Authority section of GAMS.

General Tips in Application Preparation

Remember that your proposal will be one of many received and will be read by several individuals. As you prepare your proposal, you should keep the reader in mind. The following are general tips which may assist you in submitting a responsive application.

• DO carefully read the solicitation and the instructions for preparation and submission of the proposal.
• DO participate in any conference calls, webinars or workshops provided, as individual assistance from OAIV staff will be extremely limited. The workshops will provide valuable information and assistance in completing the application.
• DO keep in mind that federal regulations prohibit the use of federal funds in fundraising efforts. Applying for federal grant funds is considered a fundraising activity; therefore, organizations must plan for the preparation of the proposal by non-federally funded personnel in order to maintain compliance.
• DO keep your proposal simple and genuine; the actual outcome of the project outweighs the grant writing style.
• DO proof-read your proposal carefully.
• DO avoid run-on sentences.
• DO be cautious of typos and grammatical errors.
• DO be sure to define all acronyms.
• DO follow formatting instructions.
• DO make sure you have completed and submitted all required application components. Failure to submit a required portion of the application may result in your application not being reviewed.
• DO NOT assume the reader is familiar with your program. Provide complete responses to the specific information solicited and omit unnecessary narrative such as general information regarding the dynamics of crime and victimization, unless pertinent to the specific project or identified problem.
• DO NOT attach any additional information, such as agency brochures, newspaper articles or clippings, training announcements, client surveys, evaluations, etc.
• DO NOT staple your application, or any portions of it, if mailing or hand-delivering. You may place your application in a binder or folder, or otherwise ensure that the proposal is secured in some fashion (a binder clip that is of appropriate size).
• DO NOT wait until the last minute. Proposals received after the deadline will not be considered for funding.

Appendix 7 – GAMS INSTRUCTIONS

The OAIV, with assistance from the Mississippi Public Health Institute, has purchased a web based electronic grants application management system created by Survey Monkey Apply (SMA). This system was specifically developed for OAIV and all requests for funding will require submission of grant applications through this system. This system will be referred to as **GAMS-Grant Application Management System** and will be accessible on December 17, 2019 at 5:01 pm.

Introduction webinars will be held on December 17, 2019 and January 7, 2020 to provide a review of the system. Complete information on times and access to the webinars is contained in Appendix 7.

This system will streamline the application process and provide succinct instructions, prompts, and directions to assure all required elements of the application(s) including:

➢ Prompts for upload of documents (i.e. SAM registration, staff job descriptions and resumes)
➢ Reusable tasks for multiple applications-if you apply for more than one funding source, a prompt is given to reuse previous information
➢ Electronic signature function
➢ Links to instructional documents or websites
➢ Section word limits to keep you within the allowed "page" requirements

How to access the system and register as a user

1) The website address is https://ms-oaiv.smapply.io
2) The home page will prompt you to click "Register"
3) Then to "Register for an Applicant Account" which asks for name, email, and to set a password
4) After you register, a confirmation message will be sent to the email address you listed
5) Confirm your email address with the message then return to the home page to login
6) Once logged in, you will register your organization. Complete all of the information and continue.
7) Follow the prompts to the list of programs (grants.) The page will look like this:
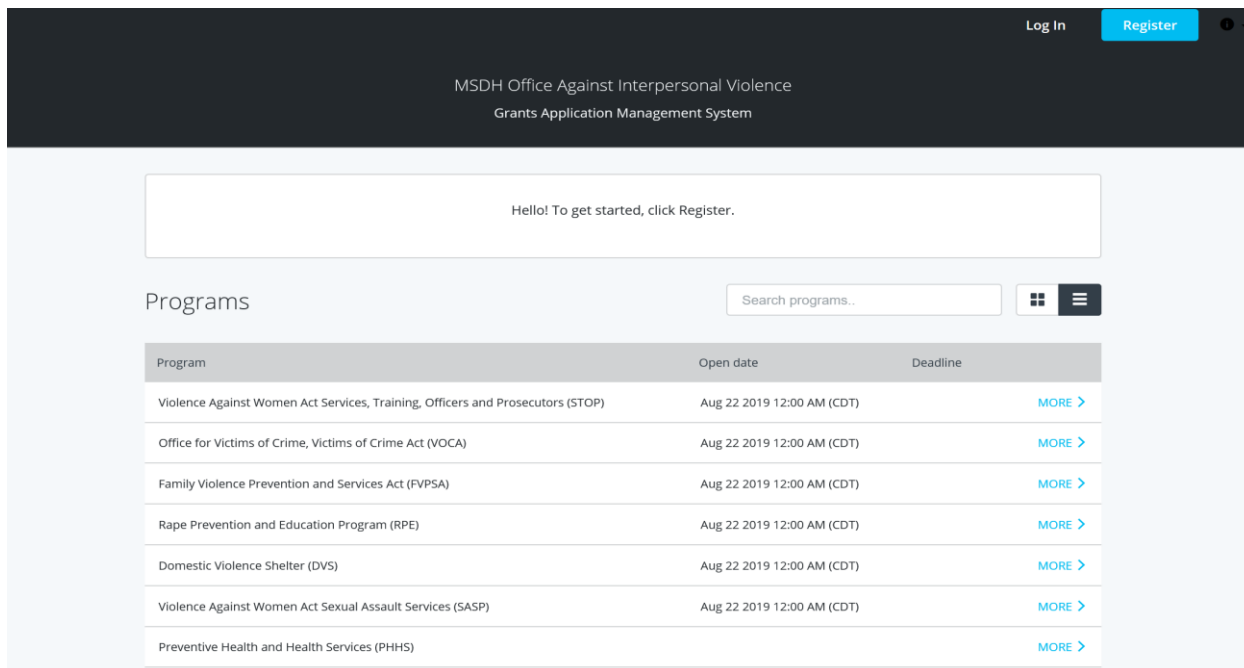
8) Click "more" of the program you are applying to, then continue to follow the prompts to the application tasks.

Common terms/definitions

- System- **GAMS-Grant Application Management System**
- Program-term used for the seven available grants
- Application – this is the individual application for one of the grant programs. Organizations can apply for more than one application if they have more than one organization program.
- Stages- Each application has stages: Application, Review, etc. You will only be using the Application Stage.
- Tasks - Each application has several Tasks. This is the different parts of the grant application. Tasks are 'reusable' from one grant application to another. User is also able to edit this information for a particular application.
- User/Applicant/Subgrantee-terms used interchangeably: Person(s) registered in the system who is completing the application. System allows for multiple user access to application.

Organization/Agency/Application Name

The system allows the user to differentiate between the 'umbrella/authorized organization' and subsidiary agency programs applying under the same organization.   It also allows for users to name the project to further differentiate programs.   Below is an illustration of this.

1. Initial set up into GAMS. It will ask for the Organization's Name.   This is the governing authority of the subgrantee.   **Example: Mississippi River County Board of Supervisors**

Organization information

Organization name

Mississippi River County Board of Supervisors

Address

City

Country

Select a country ▾

Organization phone number

Organization email

Website

Primary organization administrator

[Transfer primary administrator]

First name

Vicky

Last name

Vlahos

Email

morrison12459+saints123@gmail.com

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2. Each time you create an application you are Required to name the application.
This is where the subgrantee can enter the name of the agency, if different from the Organization.   Examples maybe an office within a county government or smaller subsidiary of a larger umbrella organization.   **Example: Mississippi River County Sheriff's Department**

Name your application

Enter the name of agency or organization project for this grant application. If same as the organization, enter organization's name.

|

75 characters maximum

CANCEL   **CREATE APPLICATION**

3. When completing the Agency Profile – Questions 1,2 and 3.
Question 1 will automatically include your organization Name.
Questions 2 and 3 <u>are optional.</u>

Questions three asks for an Application Project Name **Example: Victim Services Unit**

A. Agency Description

1. Applicant Organization Name

{{ submission.organization

2. Agency Program Name: (if different from above).

   Examples may be an office within a county government or smaller subsidiary of a larger umbrella organization.

(optional)

3. Application Project Name: (Not Required)

 This section is provided for organizations that choose to name the grant application project.

(optional)

Question 2 may also be the same as the 'application name'.   However, for organizations with more than one agency, it is recommended to use the same information when naming the application and responding to Question 2.

Example:
> **VOCA Application**
> **Applicant Organization Name: New Hope Victim Center**
> **Agency Program Name: Safe Horizon Shelter**
> **Application Project Name: (left blank)**
>
> **VOCA Application**
> **Applicant Organization Name: New Hope Victim Center**
> **Agency Program Name: Milford Shelter**
> **Application Project Name: (left blank)**

This information will be visible on your grant applications and will assist you in identifying the different agency applications. In the illustration below, you can see the grant name, agency name and organization name.
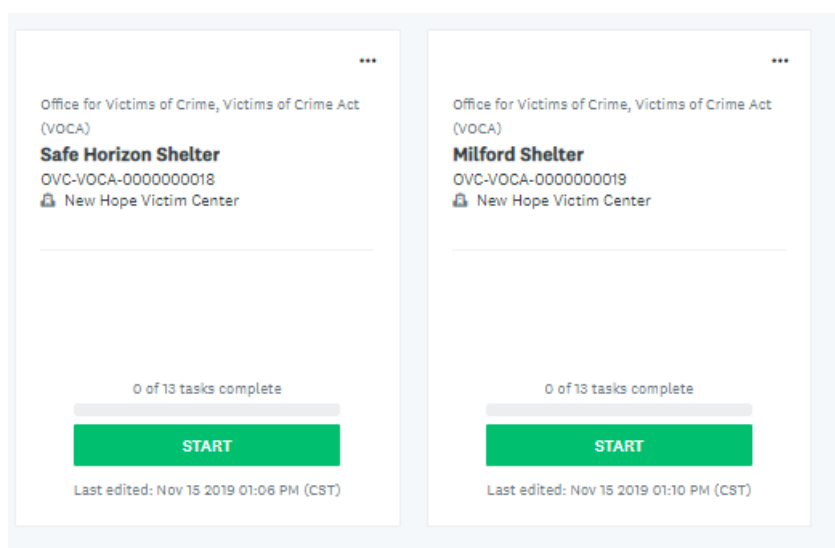
Help from SMA and MSPHI

SMA has an email help center that can be accessed by clicking the *i* symbol in the top right corner of each page. This is an email system where you will send a message and be contacted back by a technical support specialist. The weekday hours are 7:00 am-7:00 pm (central time.) You can send an email at any time but will only be contacted back during these hours.

If you are not satisfied with the assistance provided by SMA, contact Sandra Morrison, Training and Technical Assistance Specialist or Jan Entrekin, Project Coordinator through email at oaivsupport@msphi.org.

Helpful Hints

- ➢ Save your log in page under favorites or bookmark it for easy access
- ➢ Work on your project narrative in a Word document first then cut and paste in the system
- ➢ Complete uploadable documents early in your development process
- ➢ Do not wait until the due date to begin this process!

Appendix 8: OAIV RFP, Grant Application and Grant Application Management System (GAMS)
Webinar Trainings

OAIV: RFP Review
Mon, Dec 9, 2019 2:30 PM - 4:30 PM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/357394477

You can also dial in using your phone.
United States: +1 (312) 757-3121

Access Code: 357-394-477

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/357394477

OAIV: Grant Application Management System (GAMS) Introduction*
Tue, Dec 17, 2019 1:30 PM - 3:00 PM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/571832669

You can also dial in using your phone.
United States: +1 (646) 749-3112

Access Code: 571-832-669

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/571832669

OAIV: Grant Application Management System (GAMS) Introduction (Repeat)
Tue, Jan 7, 2020 9:30 AM - 11:00 AM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/769963925

You can also dial in using your phone.
United States: +1 (571) 317-3122

Access Code: 769-963-925

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/769963925

OAIV: Writing Goals and Objectives
Tue, Jan 7, 2020 1:30 PM - 3:00 PM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/583284453

You can also dial in using your phone.
United States: +1 (571) 317-3122

Access Code: 583-284-453

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/583284453

OAIV: Grant Application Budget Form Review
Thu, Jan 9, 2020 9:30 AM - 11:00 AM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/653405757

You can also dial in using your phone.
United States: +1 (646) 749-3122

Access Code: 653-405-757

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/653405757

OAIV: Writing Goals and Objectives (Repeat)
Tue, Jan 21, 2020 9:30 AM - 11:00 AM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/297023845

You can also dial in using your phone.
United States: +1 (312) 757-3121

Access Code: 297-023-845

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/297023845

OAIV: Grant Application Budget Form Review (Repeat)
Tue, Jan 21, 2020 1:30 AM - 3:00 AM CST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/720212301

You can also dial in using your phone.
United States: +1 (646) 749-3122

Access Code: 720-212-301

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/720212301

If you have difficulty logging in to GoToMeeting or accessing these webinars, contact:

Jan Entrekin, Project Coordinator
Mississippi Public Health Institute
601-398-4406
jentrekin@msphi.org

The OAIV: Grant Application Management System (GAMS) Introduction is a mandatory requirement of the application process. If you are unable to participate in either session, you will be required to view in Litmos.

Litmos is an online Learning Management System OAIV is utilizing to provide self-paced training sessions to sub-grantees. To access the courses, in Litmos, go to https://msphioaiv.litmos.com where you will be prompted to register as a user. Once registered, go to **Course Library**, where the courses are listed alphabetically. Follow the instructions to access the courses/modules.

Questions and assistance: Jan Entrekin, Project Coordinator, Mississippi Public Health Institute, oaivsupport@msphi.org or 601-398-4406.

Appendix 9: Definitions

Application: A formal, written response by an individual or organization to a grant solicitation published by OAIV.

Best Practices.   A best practice is a technique or methodology that, through experience and research, has proven to reliably lead to a desired result. Best practices include processes and activities that have been shown in practice to be the most effective. A commitment to using best practices in any field is a commitment to using all the knowledge and technology at one's disposal to ensure success.

Batterer Intervention Program: (see Qualified Program for Batterers).

Certification/licensure: A professional credential which permits an individual to engage in certain activities under state law.

Conflict of Interest: Participation in activities involving state or federal funds in which a person or his/her immediate family, partners, organization has a financial interest or less than an arms-length relationship.

Culture: A set of learned values, attitudes, rituals and practices held in common by a group of people, usually identified by history, language and traditions.   Culture includes groups identified by race/ethnicity, gender and gender identity, sexual orientation, age, physical and/or cognitive ability, social class, economic status, education, marital status, geography, family structure, religious affiliation/spirituality, and residency without regard to immigration status.

Cultural awareness: The understanding that culture impacts an individual's perspective and their experience of victimization.

Cultural relevance: Putting cultural knowledge and skill into action, making an individual victim service program relevant to the victims it serves.

Culturally or Linguistically Appropriate: the provision of respectful quality care and services in a manner which is responsive to diverse cultural beliefs and practices, preferred languages, and other communication needs.

Culturally Specific Organization: Organization whose primary purpose is to provide services for and specifically targeted to a specific racial or ethnic minority group and whose dominant organizational culture – including directors, staff, programs, operations, activities and materials - reflects the culture and values of a specific community.

Culturally Specific Project: Project designed to meet the needs of victims from a specific cultural community in a culturally aware and relevant manner.   Activities and materials must reflect the culture and values of a specific community.

Direct Services: Activities that (1) respond to the emotional and physical needs of victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the civil and criminal justice system; and (4) provide victims of crime with a measure of safety and security.

Domestic Abuse Intervention Program: (see Qualified Program for Batterers)

Domestic Violence Shelter: A place established to provide temporary food and shelter, counseling, and related services to victims of domestic violence.

Effective Services: Services which are designed to meet the needs of the population served and which facilitate victim recovery in a culturally relevant manner

Evidence Based (or Evidence Informed) practice: Practices which integrate the best research evidence and clinical expertise while considering the clients' values and needs.

Grantee/subgrantee/recipient/sub-recipient: The person or entity awarded a grant, sub-grant, award or sub-award.

Grant Award/Sub-award: Financial assistance that provides support or stimulation to accomplish a public purpose.

Grant Budget: A budget itemizing one or more specific activities or purposes under the grant and the maximum amounts a Grantee, a grant recipient or grant sub-recipient may be reimbursed.

Indirect Costs: Indirect costs are those costs incurred for a common or joint purpose benefiting more than one project, that are not readily assignable to a funded activity.

Interpersonal Violence: Any behavior between family members and intimate partners, but also between acquaintances and strangers, that causes physical, psychological, or sexual harm and includes, but it not limited to, acts of domestic violence, stalking, sexual assault, trafficking, and child sexual abuse.

LEP: Limited English Proficiency.

LGBTQ: A person who identifies as lesbian, gay, bi-sexual, transgender or queer/questioning.

Match: Local cash funds or in-kind services which are dedicated to a funded project.

Non-responsive: Any response to a grant solicitation that fails to conform in all material respects to the grant solicitation's requirements.

Notice of Award: Notification provided to a sub-grantee or sub-recipient they have received an award, establishing the amount and time period.

Notice of Intent to Award: Written notice from OAIV to a respondent of a grant solicitation that the evaluation is complete and that names the respondent who is considered for award.

Qualified Program for Batterers: A qualifying or qualified program for offenders/abusers is one that focuses on behavior modification for perpetrators of domestic violence to prevent domestic violence from reoccurring, consistent with minimum standards adopted by OAIV.

Request for Proposals (RFP):   Also known as solicitation.   The advertisement seeking proposals for applications for federal or state grant funding.

S.M.A.R.T.: Specific, Measurable, Achievable, Realistic and Time-limited)

Sub-grant Agreement: The agreement entered between MSDH/OAIV and a successful applicant for funding.

Sustainability: Organizational sustainability occurs when an organization is profitable enough to plan for and develop financial reserves that will help it weather changes in the economic environment and the program without risk to the organization. If an organization is sustainable, it has invested sufficient resources so that it can sustain itself over the years.

Trauma-informed: Trauma-informed practices are those which involve understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress, as well as the behavioral and mental health impact of exposure to trauma.

Unserved, underserved or inadequately served population: A population which, due to identifiable barriers including, but not limited to, culture language, race, ethnic origin, or disability, is not able to access services, is served at a lesser capability, or is served in a non-culturally or linguistically competent manner by providers within the state.   Mississippi identifies underserved populations as follows: American Indians, Native Alaska Natives, rural populations, the elderly, individuals having disabilities, women of color, other racial minorities, immigrants, refugees, and individuals identifying as LGBTQ. For VOCA purposes, this may also include underserved victimization types.   Unserved victimization types include all forms of human trafficking, stalking, strangulation, survivors of homicide victims, crimes motivated by hate, and identify theft/fraud.

Victim: A person who has experienced a criminal activity, either direct or indirect. Secondary victims, such as family members, friends, classmates and co-workers of the primary victim are considered victims.

Victim-centered services.   Services which are specific, appropriate, culturally, linguistically and physically accessible, and driven by the needs of individuals or communities impacted by crime and violence.